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Security Information

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Senior Representative, []

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ATTN : []
Acting Comptroller

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Administrative

Cash Reimbursement by KUBARK Employees for
Rest and Recuperation (R&R) Travel

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REF: (a) []
(b) []

1. Reference (a) pointed out that KUBARK employees are reimbursing station and mission finance officers for the cost of transportation by KUBARK-owned or leased transportation facilities used for R&R travel.

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2. Reference (b) indicated that pending the issuance of a [] regulation governing the personal use of official vehicles and the reimbursement to the organization for such use, no objection will be interposed by headquarters to the continuance by [] of the procedure contained in [], except that any reimbursements received will be handled as "Miscellaneous Receipts."

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3. Consistent with reference (b), collections received from reimbursements for use of any official transportation facilities for R&R travel will be recorded as "Miscellaneous Receipts" in lieu of crediting the expense account charged for the provision and maintenance of the transportation facility as recommended in reference (a).

4. Unless provided otherwise by organization regulations or procedures all income or other collections shall be handled as "Miscellaneous Receipts" by the field installation except refunds of advances not charged to expense and recoveries of amounts disbursed in error and charged to expense.

s/ gdw/pn
ADD/A

16 November 1953

FE/DD/P

[]

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Acting Comptroller

TAS/WEB:gak

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1 - Acting Comptroller

2 - Acting DD/A - *Chono*

1 - FE/DD/P

1 - TAS Return